



COMPREHENSIVE PLAN AMENDMENT INSTRUCTIONS

The City Council may amend the Comprehensive Plan in order to reflect changes in the goals and policies of the city. Comprehensive Plan amendments are subject to review and approval by the Metropolitan Council in addition to the Savage City Council. Amendments to the Comprehensive Plan can be initiated by the Planning Department, by the City Council, or by a property owner, who would like his/her property guided differently in terms of land use, staging of utilities, etc. In order for a property owner to initiate an amendment to the Comprehensive Plan, an application and fee are required along with the required exhibits.

SUBMITTAL REQUIREMENTS

The following information is required for all Comprehensive Plan amendment requests unless specifically waived by the Planning Department:

1. Complete application signed by property fee owners, required filing fee and escrow if required.
2. Abstractor's certified property certificate showing the names and addresses of property owners within 350 feet of the outer boundaries of the subject. For an additional fee, the City can provide the certified list of property owners if a written request is made to the Community Development Department at least 10 days in advance of the submittal date.
3. Map that clearly shows the subject area.
4. Narrative. Written narrative describing the intended use of the property and reasons why the City should approve the amendment. The applicant should provide the necessary factual information to support the request and should include impacts that such changes may have.

REVIEW PROCESS

1. Applicant completes application form, submits required exhibits, and pays filing fee 35 days prior to Planning Commission meeting.
2. All applications are reviewed by the Development Review Committee (DRC) and applicant is notified in writing by mail, e-mail or fax within 10 calendar days after submittal for completeness.
3. City Clerk schedules the public hearing, mails notice of the hearing to all property owners within 350 feet of the property, and publishes notice of the hearing in the official

municipal newspaper.

4. Staff report prepared recommending either approval, approval with modifications or denial and forwarded to Planning Commission at least 3 days prior to hearing; copy sent to applicant.
5. Planning Commission holds public hearing and makes recommendation to the City Council.
6. City Council either approves or denies the application and may stipulate such conditions of approval as deemed necessary to protect the public interest.

NOTES TO APPLICANT

1. All submittals must be filed with the Planning Department no later than 35 days prior to date of hearing.
2. Planning Commission meetings are held on the Thursdays following the City Council meetings. City Council meets on the first and third Mondays of each month. All meetings are held at 7:00 p.m. in the Council Chambers of City Hall.
3. Notices of public hearings are published in the local newspaper on Saturdays. State law requires notices to be published 10 days prior to date of public hearing.